

15 November 1978

Revision No. 5: Agency Financial System User Manual

SUBJECT: Revised Pages 105 and 370

1. The Agency Financial System User Manual is revised as follows:
 - a. Revise page 105 to add form number 2646a - Claim for Reimbursement - to the source document section for Expense Transaction Code 015.
 - b. Revise page 370 to add form number 2646a - Claim for Reimbursement - to the free form section.

25X1A



Chief, Plans & Systems Staff
Office of Finance

SECRET

CLASSIFIED BY: MFM/DAK/ML

INPUT TRANSACTION DEFINITION

PRO-FORMA GENERAL LEDGER ENTRIES

TRANSACTION CODE

DEBIT	CREDIT	DEBIT	CREDIT
4221	1199		

015

SOURCE DOCUMENT(S)

FORM NUMBER	FORM TITLE	FORM NUMBER	FORM TITLE
3870	Foreign Travel Voucher	1075	Claim for Home Service Transfer Allowance
264	Request for Reimbursement or Payment	1822	Request for Payment and Posting Voucher
540b	Domestic Travel	2646a	Claim for Reimbursement
606	Posting Voucher		

INPUT DATA ELEMENTS (Must be coded in same sequence as listed below)	LENGTH OF FIELD	DESCRIPTION OF DATA ELEMENTS	REMARKS
See Data Element Definition Index			
Coding for FORMS 264, 540b, 606, 1075, 1822 and 2646a (See Next Page for FORM 3870 Coding)			
1. Transaction Code	3		
2. Obligation Reference Number	14		
3. Liquidation Code	1		
4. Description (optional)	24		
5. Monetary Control Number	6		5. For Monetary Use Only
6. Amount	12		

TRANS.
CODE

25X1A

CODING AREA

MONETARY
CONTROL NO.

AMOUNT

015

37701665432101/1 JULY 75 SAL

062413

150 00

S E C R E T

CLASSIFY AS APPROPRIATE

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INPUT TRANSACTION DEFINITION				PRO-FORMA GENERAL LEDGER ENTRIES				
TRANSACTION TITLE				DEBIT	CREDIT	DEBIT	CREDIT	TRANSACTION CODE
Payment for Claim - No Advance				4221	1199			015 (cont.)
SOURCE DOCUMENT(S)								
FORM NUMBER	FORM TITLE			FORM NUMBER	FORM TITLE			
3870	Foreign Travel Voucher							
INPUT DATA ELEMENTS (Must be coded in same sequence as listed below)		LENGTH OF FIELD	DESCRIPTION OF DATA ELEMENTS		REMARKS			
<u>Coding For FORM 3870 Only</u> 1. Transaction Code 2. Amount 3. Liquidation Code 4. Obligation Reference Number 5. Monetary Control Number		3 12 1 14 6	See Data Element Definition Index		5. For Monetary Use Only.			
WHEN USING FORM 3870 THE "CONTROL TOTAL" BLOCK <u>MUST</u> BE FILLED IN OR VOUCHER/TRANSACTIONS WILL BE <u>REJECTED</u>								
TRANSACTION CODE		CLASSIFY AS APPROPRIATE						
015 (cont.)		-106-		S E C R E T		1 October 1976		

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AGENCY FINANCIAL SYSTEM
USER MANUAL

SECTION D - LISTING OF FORMS TO RECORD FINANCIAL TRANSACTIONS

S E C R E T

GENERAL ACCOUNTING SYSTEM
USER MANUAL

SECTION D - LISTING OF FORMS TO RECORD FINANCIAL TRANSACTIONS

FREE FORM

<u>Form Number</u>	<u>Form Title</u>
282	Accounting by Individual for Advance
1075	Claim for Home Service Transfer Allowance
2646a	Claim for Reimbursement
1107	Counter Check
2030	Overseas Transfer Financial Record
606	Posting Voucher - General
3852	Request for Conversion of Foreign Currency
1822	Request for Payment and Posting Voucher
264	Request for Reimbursement or Payment
494	Transfer of Account (T/A)

STRUCTURED FORM

<u>Form Number</u>	<u>Form Title</u>
1293	Adjustment Voucher
3814	Advances from Other U.S. Government Agencies (Increases and Decreases)
3815	Advances from Other U.S. Government Agencies (Reprogramming/Adjustments)
716	Advice of Allotment and/or Requisitioning Authority